Insert a Caption in Microsoft Office Word 2007

You can type captions manually when you insert pictures, tables, or other objects into a document. However, you have more options available to you when you use the caption commands built into Office Word 2007. With the caption commands, you can automatically insert labels, such as Figure 1 or Table 1, and Word 2007 keeps track of the numbering. You can also enable AutoCaption (which automatically inserts a caption when you add a picture or table), quickly insert a table of all the figures in your document, or add a text box over a picture so that the caption and picture can be moved together.

So, how do you do that? It’s easy! Find step-by-step instructions at <http://www.microsoft.com/Education/AddCaption.aspx>.